Approved For Release 2002/08/23 : CIA-RDP74-00005R000200090009-5

UNITED STATES GOVERNMENT

Memorandum

INSTRUCTION SHEET FOR OPTIONAL FORM 10

TO : Type the Addressee's Title Here
in Initial Caps

DATE: Use Military Date Style
(Omit the date whenever the dictator is not the signer.)

FROM : Type the Signer's Title Here
in Initial Caps

SUBJECT: Type the Subject Title Here
in Initial Caps

4 spaces

1. Set margins at 12 and 84 on this Optional Form 10. Number the paragraphs if there is more than one. When the text consists of fewer than eight lines, use double spacing, but never double space when the memo has two or more paragraphs.

2. Succeeding pages are typed on plain bond paper.

3. Xxxxxxxxxxxxxxxxxxxxxx, etc.

5 spaces

SIGNER'S NAME TYPED IN ALL CAPS
OR INITIAL CAPS

Atts
Atts are always typed on the original and all carbon copies.

Distribution:
Orig - Addressee
1 - OL Division (Official) File

OL/Pers:JJJones:fa/1111 (3 June 1966)

FOR TRAINING PURPOSES ONLY

ADMINISTRATIVE--INTERNAL USE ONLY

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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(Omit the date whenever the dictator is not the signer.)

9 spaces

Date of Signing

13 Spaces

MEMORANDUM FOR: Type the Addressee's Title Here in Initial Caps

SUBJECT : Type the Subject Title Here in Initial Caps

4 spaces

1. An ATTENTION line or a THROUGH line is used in the heading if your dictator tells you to use either of them. The ATTENTION addressee does not get a carbon copy of the correspondence, but the THROUGH addressee does get a copy. This copy is prepared on white Letterex. When used, the word ATTENTION or THROUGH appears in ALL CAPS, even with the left margin, and two spaces below MEMORANDUM FOR.

Margin at least one inch.

2. The Distribution pattern and Identifying Line are optional on the original; however, it should appear on approval papers.

Margin at least one inch.

3. This sample is for use within the Divisions if preferred but is not to be confused with anything for the Director of Logistics' signature.

5 spaces

SIGNER'S NAME IN ALL CAPS OR
INITIAL CAPS
Signer's Title Centered in Initial Caps

Distribution:
Orig - Addressee
1 - OL Division (Official) File

OL/Pers:JJJones:fa/1111 (3 June 1966)

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-107

UNITED STATES GOVERNMENT

Memorandum

TO : Director of Logistics DATE:

FROM : Chief, Personnel Staff, OL

SUBJECT: [redacted]

1. This type form may be used for memoranda addressed to the Director of Logistics, Deputy Director of Logistics or Executive Officer. Plain bond may be used if your office prefers.

2. [redacted].

[redacted] STAT

Distribution:
Original - Addressee
1 - OL/Pers/Official
1 - OL/Pers/Chrono

STAT [redacted] (25 May 1966)

FOR TRAINING PURPOSES ONLY

3

ADMINISTRATIVE--INTERNAL USE ONLY

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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FOR TRAINING PURPOSES ONLY

MEMORANDUM FOR: Director of Logistics

SUBJECT : Xxxxxxx Xxxxxxxxxxx

1. This memorandum contains a recommendation for approval; such recommendation is contained in paragraph 6.

2. When a memorandum is forwarded for Mr. Meloon's approval, use the preceding paragraph. Mr. Meloon prefers to have the approval line at the closing of the memo immediately following the writer's signature (even if it has to be squeezed on the page).

3. Xxxxxxxxxx

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SUBJECT: XXXXXXXXXXXX XXXXXXXXX

Distribution:
Original - Action office
1 - OL Pers
1 - D/L Chrono

OL/Pers:JJJones:fs/1111 (26 May 1966)

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4A

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ADMINISTRATIVE--INTERNAL USE ONLY
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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Correspondence

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 3.

2. [redacted]

3. [redacted]

George E. Meloon
Director of Logistics

CONCURRENCE:

_____ _____
Emmett D. Echols Date
Director of Personnel

The recommendation contained in paragraph 3 is approved.

_____ _____
R. L. Bannerman Date
Deputy Director
for Support

FOR TRAINING PURPOSES ONLY

6

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SUBJECT: Correspondence

Distribution:
Orig - Action Office
2 - DD/S
1 - D/Pers
1 - OL Official File

Distribution shown on original on approval papers only

Distribution Withheld:
1 - OL Div. or Staff Concerned
1 - OL Suspense
1 - D/L Chrono

Shown on withheld copies only

OL/Pers:JJDoe:fa/1111 (26 May 1966)

FOR TRAINING PURPOSES ONLY

6A

ADMINISTRATIVE--INTERNAL USE ONLY

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ADMINISTRATIVE--INTERNAL USE ONLY
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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Holiday Duty

1. This memorandum is for your information only.

2. [redacted].

George E. Meloon
Director of Logistics

cc: D/Pers
D/Commo
D/Finance

Distribution:
Orig & 1 - Addressee
1 - OL Official File
1 - OLDDivision Concerned
1 - D/L Chrono
) Not shown on original.

OL/Pers:JJDoe:fa/1111 (26 May 1966)

FOR TRAINING PURPOSES ONLY

6

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Approved For Release 2002/08/23 : CIA-RDP74-00005R000200090009-5

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Holiday Duty

REFERENCES : (a) Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P, and DD/S&T fr Ex Dir-Compt., same subject

(b) Memo dtd 5 Nov 65 to Ex Dir-Compt. thru DD/S fr DD/P, same subject

1. This memorandum is for your information only.

2. Xxxx

Approved For Release 2002/08/23 : CIA-RDP74-00005R000200090009-5

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Xxxxxxxxxxxxx Xxxxxxxxxx

REFERENCES : (a) Memo dtd 25 Oct 64 to DD/I, DD/P, and DD/S&T fr Ex Dir-Compt., same subject

(b) Memo dtd 5 Nov 65 to Ex Dir-Compt. fr DD/P, same subject

1. This memorandum is for your information only.

2. Xxxxxxxxxxxx

ADMINISTRATIVE--INTERNAL USE ONLY
Approved For Release 2002/08/23 : CIA-RDP74-00005R000200090009-5
(Use CIA Letterhead)

The Honorable Lawson B. Knott, Jr.
Administrator
General Services Administration
Washington, D. C. 20405

Dear Mr. Knott:

In reply to your letter of March 24, 1966 (date should be typed like it is on incoming letter), xxxx

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IN REPLY REFER TO:

LETTER ORDER NO.
XX-ZZ-0000

MEMORANDUM FOR: Deputy Chief of Staff for Logistics
Department of the Army

SUBJECT : Xxxxxxxxxxxx Xxxxxxxxxx

REFERENCE : XX-ZZ-0000

1. This type of memorandum is used in certain Divisions of the Office of Logistics in reply to memoranda from or memoranda to the Department of the Army or the Department of the Navy. The letter form is used for memoranda to the State Department.

2. Always use Central Intelligence Agency letterhead.

George E. Meloon
Director of Logistics

Distribution:
Orig & 1 - Addressee
1 - OL/Official File
1 - D/L Chrono
No. of copies Division needs

Not shown on original.

OL/RECD:JJJones:fa/1111 (14 Jun 1966)

FOR TRAINING PURPOSES ONLY

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ADMINISTRATIVE--INTERNAL USE ONLY

CORRESPONDENCE SUBMITTED TO THE OFFICE OF THE DIRECTOR

Addressees are requested to take whatever steps necessary to insure that all memoranda submitted to the DCI, DDCI, or Executive Director open with a sentence similar to one of the three below:

a. "This memorandum is for information only; particular reference is made to paragraphs ___, ___, and ____."

b. "This memorandum suggests action on the part of the DCI, DDCI, or Executive Director; this action is contained in paragraph ___."

c. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph ___."

FOR TRAINING PURPOSES ONLY

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Approved For Release 2002/08/23 : CIA-RDP74-00005R000200090009-5

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Xxxxxxxx Xxxxxxxx

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 4.

2. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

3. Xxxxxxxxxxxxxxxxxxxx

Approved For Release 2002/08/23 : CIA-RDP74-00005R000200090009-5

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Xxxxxxxxxx Xxxxxxxxx

1. This memorandum is for your information only.

2. Xxxxxxxxx

Approved For Release 2002/08/23 : CIA-RDP74-00005R000200090009-5

INFORMAL GUIDANCE CONCERNING MR. HELMS' PERSONAL PREFERENCES IN THE FORMAT OF CORRESPONDENCE:

1. He prefers addresses to be no longer than four lines, if possible.

Example: Mr. John W. Smith, Director
Department of . . . .
0000 1st Street, N. W.
Washington, D. C. 00000

rather than

Mr. John W. Smith
Director
Department of . . . .
0000 1st Street, N. W.
Washington, D. C. 0000

2. He prefers the memorandum format rather than a letter, even when replying to an incoming letter.

Example: MEMORANDUM FOR: The Honorable Dean Rusk
The Secretary of State

SUBJECT :

rather than the letter format.

FOR TRAINING PURPOSES ONLY

ADMINISTRATIVE--INTERNAL USE ONLY

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(CIA Letterhead)

(This format applies to Ex. Dir. also--
each letter must be on proper letterhead.
The Executive Director uses DCI letterhead.)

The Honorable Robert S. McNamara
The Secretary of Defense
Washington, D. C. 20301

Dear Mr. Secretary: (Find out if the person signing the letter knows the addressee personally, for instance well enough to use his first name.)

Xxxxxxxxxxxxxxxxx, etc.

Xxxxxxxxxxxxxx, etc.

Xxxxxxxxxxxxxx, etc.

Sincerely,

W. F. Raborn
Director

Enclosure (if any)

Distribution:
Orig & 1 - Addressee
1 - ER
1 - Signing Official
1 - DD/P
2 - DD/S
1 - OL Official File

OL/Pers:JJJones:fa/1111 (28 May 1966)

Distribution on CIA copies only.

CONCUR: _____
Date

R. L. Bannerman
Deputy Director
for Support

Distribution Withheld:
1 - OL Division Concerned
1 - OL Suspense
1 - D/L Chrono

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Mr. John W. Smith

Washington, D. C. (zip code)

Dear Mr. Smith:

Thank you for . . . . . .

We will . . . . . .

Sincerely,

L. K. White
Executive Director

*NOTE: On external correspondence Executive Director title is used unless the subject matter concerns the Comptroller function in which case "Executive Director-Comptroller" is used.

ON CIA COPIES ONLY:
Distribution:
Orig & 1 - Addressee
1 - Signing Official
1 - ER
2 - DD/S
1 - OL Official File

CONCUR: _____
Date

R. L. Bannerman
Deputy Director
for Support

OL/Pers:JJJones:fa/1111 (14 June 1966)

Distribution Withheld:
1 - OL Division Concerned
1 - OL Suspense
1 - D/L Chrono

NOTE: Make an envelope for the letter to be forwarded to ER with package.

FOR TRAINING PURPOSES ONLY

ADMINISTRATIVE--INTERNAL USE ONLY

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TRG West, A Division of TRG
Incorporated
130 Constitution Drive
Menlo Park, California

RE: Contract ZZ 0000/0

Gentlemen:

Please .....
.....

Thank you .....
.....
.....

Sincerely,

[redacted] 25X1A9A
Contracting Officer

Enclosures
3 copies of Contract ZZ 0000/0

Distribution:
Orig - Addressee
(No. of copies needed by office concerned)
OL/RECD:JJJones:fa/1111 (25 May 1966)

Not shown on original.

16

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ADMINISTRATIVE--INTERNAL USE ONLY

CENTRAL INTELLIGENCE AGENCY

Memorandum of Conversation

DATE: 5 November 1965

SUBJECT: : Xxxxxxxxxx Xxxxxxxxx

PARTICIPANTS: Department of State:
William J. Crockett, Deputy Under Secretary of State for Administration

Central Intelligence Agency:
George E. Meloon, Director of Logistics

COPIES TO : DDCI, Ex.Dir.-Compt., D/F, OGC, DD/S(2)

---

1. Xxxxxxxxx

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ADMINISTRATIVE--INTERNAL USE ONLY

MEMORANDUM FOR: Director of Training

SUBJECT : Correspondence Procedures

1. When a memorandum is but one paragraph in length, the paragraph is not numbered. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively with Arabic numerals, and subparagraphs are identified alphabetically and numerically. The pattern for subparagraphing is as follows:

a. .....
.....

(1) .....
.....

(a) .....
.....

1. .....
.....

a. .....
.....

2. .....
.....

George E. Meloon
Director of Logistics

Distribution:
Orig & 1 - Addressee
1 - OL Official file
1 - OL Division Concerned
1 - D/L Chrono

Not shown on original.

OL/Pers:JJJones:fa/1111 (24 May 1966))

FOR TRAINING PURPOSES ONLY

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S-E-C-R-E-T

INSTRUCTION NO.
LI 90-2

LI 90-2
COMMUNICATIONS
13 April 1966

SUBJECT : Processing of Cables

25X1

REFERENCES: (a) [redacted]

(b)

1. GENERAL

The purpose of this instruction is to reaffirm standing operating procedures within the Office of Logistics for the effective handling of all cables, both domestic and field.

2. PROCEDURES

a. Receipt and Routing

(1) Incoming Foreign Field Cables

Advance copies from the Ames Building Signal Center will be distributed by the Logistics Registry based on an analysis of content. Information copies will be distributed in Logistics Headquarters on all cables addressed directly to the depots. The Logistics Registry will receive, record, analyze, and distribute the formal copies received from the Cable Secretariat. A form 238, "Document Control Slip," will be prepared for all "Action," "Immediate," "Eyes Only," "Top Secret," and "Sensitive and Controlled Distribution" cables. "Eyes Only" cables received directly by an individual will be referred to the Logistics Registry for recording.

(2) Incoming Domestic Depot Cables

Messages originating in the depots for Logistics Headquarters will be processed in a manner similar to that described above.

GROUP 1
Excluded from automatic downgrading and declassification

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INSTRUCTION NO.
LI 90-2

b. Copy No. 2 of the Form No. 238 will be placed in suspense for one or three working days following receipt.

c. Copy No. 1 of Form No. 238 will be forwarded to the Logistics Registry by the Division or Staff with the outgoing reply. To transfer action to another Office, notify the Cable Analyst in the Logistics Registry, who in turn will be responsible for notifying Cable Secretariat. If no reply is required or action is transferred to another office, such notation will be made on Copy No. 1 of the Form 238, initialed by the responsible individual in the Staff or Division, and returned to the Registry.

d. Replies to "Immediate" and "Priority" cables will be prepared within twenty-four (24) hours; and replies to routine cables will be prepared within three working days.

e. When it is not possible to prepare required replies to "Action" cables by the suspense date established, Copy 4, 5, or 6 of the Form No. 238 will be forwarded to the Registry with indication of the date reply will be made and initials of the Chief or Deputy Chief of the Division, whereupon the "Suspense Date" will be extended accordingly.

[redacted] 25X1A9A

GEORGE E. MELOON
Director of Logistics

25X1A9A CL/EO/R&S [redacted]:vhm

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Approved For Release 2002/08/23 : CIA-RDP74-00005R000200090009-5

25X1A9A

ORIG.: [redacted]

EXT.: OL/ABC 1234

DISTR.:

CLASSIFIED MESSAGE

DATE:

FILE:

SECRET
CLASSIFICATION

PRECEDENCE			INITIALS	DTG.	NUMBER
	DEFERRED	PRIORITY			
	ROUTINE	OPERATIONAL IMMEDIATE	INITIALS		

TO INFO. CITE _____ NUMBER

S E C R E T CITE LOGISTICS

25X1A6A [redacted] DIRECTOR

1. THIS IS A SAMPLE CABLE WRITTEN FOR RELEASE BY THE OFFICE OF LOGISTICS.

2. CABLES TO BE RELEASED BY OFFICIALS OUTSIDE THE OFFICE OF LOGISTICS SHOULD BE TYPED ON FORM 12. FOR FURTHER INSTRUCTIONS SEE

25X1 [redacted]

END OF MESSAGE

C/FE _____

COORDINATING OFFICERS

C/OL/ABC/RD
AUTHENTICATING OFFICER

SECRET
CLASSIFICATION

C/OL/ABC
RELEASING OFFICER

OUTGOING

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Approved For Release 2002/08/23 : CIA-RDP74-00005R000200090009-5

DISPATCH	CLASSIFICATION	PROCESSING ACTION	
			MARKED FOR INDEXING
TO: Chief of Station, (City)			NO INDEXING REQUIRED
INFO: Chief of Station, (City)			ONLY QUALIFIED DESK CAN JUDGE INDEXING
FROM: Chief, (Appropriate OL Division)			MICROFILM

SUBJECT: 25X1A2G [redacted] Preparation of Dispatches

ACTION REQUIRED · REFERENCES

For Information Only

1. This is a sample dispatch prepared on Form 53, a prepunched, 5-part carbon-interleaved set. Where additional copies are required, letterex paper may be inserted at the back of the set. Distribution of copies should be held to the minimum.

2. Distribution of copies from the set will be:

a. Copy #1 - letter size white original with pseudonym signature - to addressee.

b. Copy #2 - legal size yellow copy - official record copy (OL/Reg).

c. Copy #3 and #4 - letter size white tissue copies - use optional; retain, send to field addressees, or to field or headquarters information addressees, or destroy.

d. Copy #5 - legal size blue tissue copy - retain in office of origin.

3. Dispatches prepared for release by officials of the Office of 25X1A2G Logistics will carry the special indicator [redacted] This indicator should be typed in all caps at the beginning of the Subject as it appears on this sample. The title of the Chief of the originating Logistics component would be typed in the "From" block.

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